

MINUTES

University Curriculum Committee for Liberal Education (UCCLE) April 28, 2008, 9-10:00 a.m., 315 Cheatham Hall Conference Room

Members Present: Jim Collier, Ron Daniel, Ginney Fowler, Leon Geyer, Lisa McNair, Carolyn Meier, Marlene Preston, Phil Radtke, Donna Cassell Ratcliffe, Susanna Rinehart, Ray Van Dyke

Guests Present: Monique Dufour, Bonnie Alberts

Members Absent: Kathryn Albright, Clare Dannenberg, David Ford, Kelly Fennessy, Esti Sheinberg, Joe Sirgy, Bruce Vogelaar, Alex Weaver, Cindy Wood

1. **CALL TO ORDER** – Chair Radtke called the meeting to order at 9:00 a.m. in the 315 Cheatham Hall Conference Room.
2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the Agenda. The motion passed.
3. **DISTRIBUTION OF APPROVED MINUTES FROM MARCH 24, 2008**
4. **INTRODUCTION OF GUESTS: Barbara Bekken (CEUT/GEOS) and Joan Marie (STS) – Update of the Living in the 21st Century Integrative Studies Program: *Earth Sustainability Series***

Ms. Bekken, accompanied by Joan Marie, gave an overview of the integrative course model which was developed in 2003-04. The *Earth Sustainability* course series is an innovative option in the Curriculum for Liberal Education (CLE) and is part of the newly emerging *Living in the 21st Century Integrative Studies Program*, designed to integrate the goals of the university's CLE into an interdisciplinary theme-based learning experience offered over two (2) years. The program offers small group active learning, field trips, guest speakers from within and outside of the campus community and meaningful skill building opportunities that prepare students for complex interdisciplinary challenges.

Handouts included: a) Copy of slide presentation, b) Essential Learning Outcomes, c) Sample letter to incoming ES students. A general question and answer period followed the presentation.

5. **WORKING GROUP REPORTS**

a. **Planning and Direction Working Group – Susanna Rinehart**

Ms. Rinehart reported the progress of joint meetings with the P&D and Assessment Working Groups. A handout entitled 'Spring 2006 Courses Most Commonly Used to Meeting Area Requirements' (representing the 'top 10' courses taken) was distributed to members, along with a draft letter to be sent to department heads concerning the UCCLE's intention to examine courses that meet the requirements for being a CLE course, in terms of how they cover the goals in the area they represent.

Ms. Rinehart continues to seek an IT person to work in May and June to update the CLE website and assist with the transference of the Guide from PDF to an electronic version. She asked committee members for referrals.

Ms. Rinehart presented a proposal from the College of Liberal Arts and Human Services, *HD 2304, Family Relationships, Area 3, fall 2008*, for inclusion in the CLE. She received the proposal prior to the meeting and a portion of the cover letter was missing. She offered to e-mail the complete proposal to the UCCLE members for review. Ms. Rinehart asked that the proposal presentation at this meeting serve as a "First Reading" and after the Proposal Working Group reviews and possibly approves the proposal, it be e-mailed to committee members for electronic approval so that this proposal need not be carried over to the next UCCLE meeting to be held in September 2008.

Ms. Rinehart reported on the April 11, 2008, ViEWS meeting which included the following individuals: David Ford, Vice Provost; Mike Denbrow, chair of CUSP; and UCCLE members Monique Dufour, Phil Radtke, and Ms. Rinehart. The issues discussed included: a) Who will approve revisions to existing ViEWS Plans? b) How would the Plans be assessed? c) Where would the Plans be housed? d) What is the relationship between ViEWS Plans and WI?

After a lengthy discussion and with the guidance of David Ford, the following was concluded: UCCLE will no longer approve ViEWS Plans and/or approve revisions to ViEWS Plans. The Plans are the responsibility of each department. Because some departments have difficulty preparing a Plan, the UCCLE will assist departments with the implementation and assessment of their Plans with the assistance of Ray Van Dyke. Dr. Ford also stated that new WI proposals should be discussed by the UCCLE and further discussion should ensue concerning the future of WI courses.

Leon Geyer stated that ViEWS is a curriculum/policy issue and should be handled by CUSP.

- b. **Proposal Review Working Group – Marlene Preston and Monique Dufour**
(Proposal item covered in P&D Working Group Report by Susanna Rinehart)

6. OLD BUSINESS

- a. **Tabled Item: MSE 4900 - Writing Intensive Proposal – Replacement for MSE 4894**

Lisa McNair addressed the WI proposal for MSE 4900, which was tabled at the March 24, 2008, meeting. Ms. McNair stated the proposal was written as a result of several engineering students experiencing difficulty with the Registrar concerning their WI requirement. Instead of processing the proposal, it was agreed that the Registrar could be contacted and an exception be made for the few engineering students affected. Chair Radtke offered to follow up on this and report back to the committee.

- b. **Revisions to CLE Proposed Guidelines – Monique Dufour**

Ms. Dufour distributed “Review of the CLE Course Proposal Process” and asked for the committee’s approval to proceed with her recommendations to make the following changes to the CLE Guidelines: 1) Clean up all documents making the guidelines more streamline, 2) Create a rubric as to the requirements (in checklist form). The rubric can be returned to a department for additional information and/or corrections if necessary, 3) All proposal forms will be available on-line, 4) Emphasize student learning goals and teaching requirements of the CLE courses.

Ms. Dufour stated these revisions can be made during summer 2008. Members agreed to the revisions. No motion was required.

- c. **Assessment Working Group – Ray Van Dyke**

Mr. Van Dyke supported Susanna Rinehart’s report concerning the ‘draft’ letter to be sent to department heads in those departments which offer the ‘top ten’ courses in each area.

7. NEW BUSINESS

- a. **Fall/Spring 2008/09 Designated Meeting Time** – Following a survey of current membership availability for fall/spring 2008/09, the following date/times were considered for the designated meeting time for UCCLE:

First Wednesday of each month, 2:00-3:00 p.m.

First Wednesday of each month, 2:30-3:30 p.m.

First, Second, Third, or Fourth Friday, between 9 a.m. - Noon.

A motion was made, seconded and approved to select the first Wednesday of each month, from 2:30-3:30 p.m., as the designated meeting time for the UCCLE. This designated UCCLE meeting time will provide assistance to those choosing to serve on this university committee.

8. **ADJOURN** – A motion was made, seconded, and unanimously approved to adjourn the meeting at 10:00 a.m.

Submitted by:

Bonnie Alberts
Recording Secretary for UCCLE